

User guide for BD FACSMelody™ Cell Sorter

❖ General rules for reserving BD FACSMelody™ Cell Sorter

➤ Operating Hours

- **Regular Hours:** Monday to Friday, 8:30 AM – 5:30 PM

➤ Reservation Policy

- Reservations are managed on a “First Come, First Served” basis.

➤ Billing policy

- Time will be billed in 0.5-hour increments:
 - Usage < 0.5 hour will be rounded up to 0.5 hour
 - Usage between 0.5 hour and 1 hour will be rounded up to 1 hour.
- Billing will be based on the reserved time slot,
 - Actual usage time will be adjusted post-session to reflect the accurate duration used.

➤ Cancellation Policy

- Cancellations must be made at least 24 hours in advance.

➤ Late Start

- Please respect the scheduled time of other users and make every effort to adhere to your reservation.
- If you are delayed by more than 30 minutes, you must email Dr. Jiakai Hou (jhou21@central.uh.edu) to confirm and secure your reservation.
- If there is a delay of more than 30 minutes without prior notice, your reservation may be automatically canceled, and a 1-hour charge will be applied.

➤ Overrun

- Extension beyond your reserved time is only permitted if the system is available and does not conflict with the next scheduled user.
- Please check the schedule or consult facility staff before overrunning your session.

➤ Sample preparation

- **All samples must be filtered through a 70 µm nylon mesh screen** prior to analysis to prevent clogs and ensure optimal instrument performance.

- Users are required to bring their own sterile collection tubes containing 0.5–1 mL of FBS for cell collection.

➤ **We only provide users with the assisted service (With Staff Support)**

1. Users requiring assistance must notify Dr. Jiakai Hou (jhou21@central.uh.edu) and submit the sample information table at least 5 working days in advance.
 - In exceptional cases, a minimum of 72-hour advance notice is required.
2. Sample Information Table (must be submitted via email)

Working model (Tube/Plate)	Sample Number	Staining Colors	Infectious (Y/N)

Points of Contact:

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